



Common Council Meeting Minutes
Tuesday, February 15, 2022, at 6:30 p.m.
Chilton City Hall – Council Chambers – Lower Level
42 School St., Chilton, WI 53014

Pursuant to Section 19.84(2) and (3) of the Wisconsin State Statutes, notice is hereby given to the public, to the Tri-County News, the official newspaper of Chilton, and to those news media who have filed a written request for this notice that a meeting of the above-referenced was held at the date, time and location listed above.

This meeting was conducted both in the Council Chambers at City Hall and via remote conferencing due to a State of Emergency and federal, state, and local guidance on gatherings. Members of the public may join meeting through a Zoom link or call +1 312 626 6799 US (Chicago), Meeting ID: 970 4854 9352, Password: 434719.

Notice is hereby given that a majority of the Common Council of the City of Chilton, or a standing committee of that body were present at this meeting to gather information about the subject matter which they have decision making responsibility.

The above governmental body met to discuss and possibly act on the following agenda items as set forth below:

The regular meeting of the Chilton Common Council held at the Chilton City Hall was called to order at 6:30 p.m. by Mayor Tom Reinl.

ROLL CALL:

Council members Andrew Deehr, Ron Gruett, Peggy Loose, Joe Schoenborn, Kathy Schmitzer, Jon Kragh, and Robbie Seipel were present at roll call. Jeff Moehn was absent and excused.

Other city officials present were Mayor Tom Reinl, DPW Chris Marx, City Administrator David DeTroye, Attorney Derek McDermott, and Fire Chief Ben Schoenborn.

Also, in attendance Rick Jaeckels, Joe Eisch, Cambria Deehr, and Dan DeTroye. Members of the Kolbe family joined the meeting remotely.

Those in attendance recited the Pledge of Allegiance.

AGENDA: Motion by Gruett, seconded by Schmitzer and carried by unanimous voice vote to approve the Common Council Agenda for February 15, 2022, as presented.

CORP Plan Presentation – MSA Professional Services – Becky Binz of MSA was in attendance and gave an additional overview of the completed CORP plan revisions. The plan, if approved, would be valid from 2022 – 2026. The planning piece allows the city to solicit for grants and make changes to the current park facilities through-out the city. It would need to be updated again in 2026 to be completed for 2027. Binz concluded that this plan serves as an outline of needs and suggestions for moving forward with park planning. Motion by Deehr, seconded by Schoenborn to approve Resolution # 1883 adopting the revised City of Chilton CORP (Comprehensive Outdoor Recreation Plan) for the period 2022 -2026. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.

REPORT OF OFFICERS:

Mayor – Tom Reinl –

- The City of Chilton once again was named a Tree City. This is the 27th year of certification for the city.
- Mayor Reinl described to the council the timeline associated with the facility study and needs analysis for city hall/police/fire project. The topic will be on the March 1 agenda for discussion of the opinion of probable costs and fees associated for engineering.

CITY ADMINISTRATOR - David DeTroye –

- The City of Chilton housing developments was a feature story on WBAY Channel 2 February 4, 2022.

DIRECTOR OF PUBLIC WORKS – Chris Marx –

- Sewer Cleaning and Televising is complete along the E. Main St. corridor and along the Water St. Interceptor line. A few maintenance items were completed along that stretch as well. Review of the report and video is now underway in preparation for design of the anticipated utility construction.
- Draft report of the Environmental Investigation at the former Chilton Plating Property is being reviewed. Final Report and submission of that report to regulatory agencies to follow. Sigma Environmental and Stantec are the consultants working on the project.
- Due to below average amount of snow and ice removal, the City's Road salt inventory for this season is strong. No shortfalls expected at this time.
- State Certification Exams for Water and Wastewater Operators were proctored in Chilton today. Both operators were successful in completing another level of certification.

Minutes: Motion by Loose, seconded by Schmitzer and carried by unanimous voice vote to approve the minutes of the council meeting held on February 1, 2022.

Operator Licenses – Motion by Loose, seconded by Seipel and carried by unanimous voice vote to approve the operator license applications for Carson Brown & Brijeshkumar Patel.

January Financial Report - Motion by Loose, seconded by Schmitzer and carried by unanimous voice vote to approve the January 2022 financial report.

Payment of Bills: Motion by Deehr, seconded by Seipel to pay all bills.

Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.

Audience Participation: None

New Business:

1. WCMA Internship Grant Application – City Administrator DeTroye asked for permission of the council to write a grant submission for a summer internship from the City Managers Association. The Grant is a \$2,000 matching grant. The city has a plethora of projects that are aligned for this summer including park and watershed initiatives, GIS recording, property maintenance initiatives and website improvements. Motion by Kragh, seconded by Loose to give permission to the City Administrator to grant write for the WCMA Summer Intern position. Roll Call Vote: Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. Deehr abstained. 6 – 0 motion carried.
2. General Services Agreement – McMahon Engineering – DPW Marx described to the council the annual agreement with the city engineering firm that outlines general conditions and costs for services. Motion by Schoenborn, seconded by Deehr to approve the 2022 general services agreement with McMahon Engineering. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.
3. GovOffice Webpage Contract Renewal – Administrator DeTroye informed the council of the need to renew the webpage services contract. The new contract would be for a 3-year period of 2022 – 2024 and would cost \$1,973 per year. Improvements would allow for email notifications to be requested by citizens as well as ADA compliancy. \$2,000 was budgeted for the renewal. Motion by Schmitzer, seconded by Deehr to approve the renewal of the webpage services contract with GovOffice for a three-year contract at a price of \$1,973 per year. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.

Committee Reports: Culture & Recreation – Jon Kragh Chair –

1. Klinkner Park Improvements - Bathroom & Shelter – DPW Marx presented a list of improvements he had selected for the Klinkner Park shelter and bathrooms. Marx suggested the park does have a good amount of use and the improvements would come at a minimum cost. \$5,000.00 is budgeted for the park improvements and Marx presented a list totaling \$5859.15. Marx asked for permission to complete the projects utilizing fund balance. Motion by Schoenborn, seconded by Loose and carried by unanimous voice vote to approve the Klinkner Park bathroom and shelter improvements at a cost of \$5,859.15 utilizing budgeted funds and funds taken from reserve account 55201-821 for the overage. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.
2. Klinkner Park Improvement Projects – Picnic Table Purchase – DPW Marx informed the council that \$10,000.00 has been budgeted for picnic tables. He commented that all parks could use new, and more tables but wanted to start at Klinkner park. Marx suggested the city start to move away from wood tables and move toward options that are maintenance free. These options cost more but have a longer useful life. Marx discussed the options which included metal, concrete, and some that are powder coated and plastic. He went on to discuss ADA compliancy and the fact that future park plans will need to address accessibility. Marx recommended the powder coated tables as test piece for future purchases. Unsure of freight charges, Marx suggested he should be able to purchase six regular tables and two tables that allow for wheelchair access and remain under the \$10,000.00 budget allowance. Motion by Loose, seconded by Schmitzer and carried by unanimous voice vote to approve the purchase of new powder coated and plastic picnic tables for Klinkner Park at a price not to exceed \$10,000.00. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.
3. Tree Identification Program - DPW Marx informed the council that the city had already utilized both available start-up grants from the DNR. The next option for the city would be a regular grant with the option to match funds up to \$25,000.00. DPW Marx would need to devise plans for the spending and tree identification planning. Other options would or could include incentives for citizens to remove damaged or diseased trees on private property as well as GIS inventory. Marx suggested that a test component for tree identification could start the process to see if the program would suffice for all city parks and would remedy some of the deteriorating tree markers in Klinkner Park. The current markers are 10-12 years old and need to be refreshed. Marx went on to estimate that approximately 1000 trees would need to be marked in all city-owned property. Currently the public works crews are utilizing some of the \$5,000 budget allotment to manage tree care. Marx said approximately \$2,000 could be allocated for the test marking program in Klinkner. Marx said he would need to get firm pricing for the committee to consider. Council suggested Marx return in a future meeting with firm prices for the identification process.

Committee Reports – General Government – Kathy Schmitzer – Chair –

1. PFC (Police & Fire Commission) Bylaws - Proposed language for the formation of the PFC (Police & Fire Commission) was distributed to members of the council to review in advance of the meeting. The council was informed that the language was approved by the Police and Fire Chiefs. April 19, 2022 would be the date in which commission members would be selected by the mayor. The commission would take effect on May 1, 2022. Motion by Schmitzer, seconded by Loose to approve the Police and Fire Commission Bylaws. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.
2. Personnel Manual Revisions - All proposed changes to the 2012 version of the employee personnel manual were distributed to the members of the council for discussion. Minimal discussion followed and only a few of the modifications were discussed. The revisions will be converted to a final document for adoption at the next council meeting if approved. It was noted that all mileage rates and per diem reimbursements mimic the current police union contract. Motion by Deehr, seconded by Schmitzer and carried by unanimous voice vote to approve all personnel manual revisions.

Communication:

1. January 2022 Building Permit Summary was distributed for review.
2. Chilton Housing Authority Agenda & Minutes were distributed.
3. Chilton Public Library Agenda was distributed, and the minutes were in a separate attachment.

Adjournment: Motion by Loose, seconded by Deehr to adjourn at 7:19 pm.
Unanimous voice vote and carried to approve.

Meeting Minutes Prepared by:
David DeTroye
City Administrator/Clerk/Treasurer